

Performance Evaluation



Course Number:	NC 401	Scheduled Sessions:
Cost Per Person:	No Charge/Participating, \$188/Non-Participating	July 20, 2017
Eligibility:	Managers & Supervisors	September 27, 2017
Instructor:	Hanson	November 8, 2017
Length:	8:30 am - 4:30 pm	January 18, 2018
Certificate Series:	Leadership Development Certificate	April 19, 2018
Location:	Des Moines, Hoover State Office Building, Level A	June 5, 2018

Overview:

This course focuses on teaching you how to provide and deliver effective employee performance evaluations. Performance evaluation is discussed as a process and not just a one-time event, and provides your agency with the foundation for an effective performance evaluation system.

Objectives:

- Identify personal assumptions regarding employee evaluation
- Review the purpose of the performance evaluation process
- Identify standards for goals, performance criteria, action steps and timetables
- Discuss methods to provide positive and negative feedback
- Review methods to conduct the performance evaluation conference